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| --- | --- |
| **Name of Program / Project:** |  |
| **Total Requested from BIA** | **$** |
| \*Note that total requested amount must not exceed $500 Downtown Dollars. |

 **APPLICANT INFORMATION**

|  |  |
| --- | --- |
| Project Coordinator: |  |
| Telephone Number:  | Work: | Mobile: |
| Email Address: |  |

|  |  |
| --- | --- |
| Name of Group / Organization: |  |
| Downtown Kitchener BIA Member |  Y / N  | Community Group |  Y / N |
| Mailing Address: |  |
| Telephone Number: |  |
| Website: |  |
| Social Media URLS: | Twitter:Facebook:Pinterest:Instagram: |
| **\*Note that all reimbursements must be made to an organization.**  |

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| **Group / Organization’s Mandate & Prior Work** |
| Please provide a brief overview of your mandate and highlight prior work in the community: |
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| **Target Demographics** |
| Please explain briefly (200 word maximum) the target demographics you wish to reach: |
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| **Target Timeline**  |
| Please explain briefly (200 word maximum) the timeline/date(s) you wish to host this event: |
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| **Project or Program Summary** |
| Please describe briefly (200 word maximum) the program or project, and how it will help to bring an amazing experience to our Downtown: |
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| **Affiliations / Collaboration with Downtown Kitchener Businesses** |
| Please list the businesses and/or other organizations in Downtown that will be involved with the event: |
|  |
| **Note: To be eligible for funding, a minimum of two (2) businesses should be included in the project.** |

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| **Other Partnerships / Collaboration** |
| Please provide a list of any other partners, anticipated public involvement and if applicable any anticipated need for road closures or access to other public spaces: |
|  |

**DECLARATION**

In making this application, I/we, the undersigned, declare to the best of our knowledge that the information contained in this application is accurate and complete. Further, that should our proposal be accepted in part or in whole, the funds granted would be used for the stated purposes and that I/we would comply with all terms and conditions as outlined.

|  |  |
| --- | --- |
| Name (please print) |  |
| Signature |  |
| Position/Title |  |
| Date |  |